

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position title] at [Company's Name] as advertised on [source where you found the job listing]. With my background in [relevant experience or education], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience equipped me with skills in [specific skills related to the job], making me a strong candidate for this position.

I am particularly drawn to [Company's Name] because [mention why you are interested in the company or its projects]. I believe that my [specific personal qualities or skills] align well with your team's goals.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the continued success of [Company's Name].

Sincerely,
[Your Name]